



## Grady College of Journalism and Mass Communication UNIVERSITY OF GEORGIA

### **Ph.D. Program in Mass Communication**

The Grady College's Ph.D. program in mass communication is designed to prepare scholars for academic careers in teaching and research or for professional careers in industry or government. The program draws mainly on the resources and facilities of the College's three departments: The Department of Advertising and Public Relations, the Department of Journalism, and the Department of Entertainment & Media Studies. Students in this program can focus on a variety of concentrations, including journalism, public relations, advertising, mass media studies, health communications, social and digital media, mass media law, crisis and risk communication, entertainment industry studies, virtual and augmented reality, information processing, and media history.

The primary objectives of the Ph.D. program are to develop media and mass communication scholars and professionals who are capable of critical thinking and independent scholarship. The degree granted is in recognition of research proficiency, breadth and soundness of scholarship, and thorough knowledge of selected aspects of mass communication and related fields. Degree requirements are fulfilled in three stages:

- (1) Successful completion of an approved program of study;
- (2) The passing of written and oral comprehensive examinations; and
- (3) The execution and presentation of an acceptable dissertation based on independent research.

Students are encouraged to develop their own theoretical and methodological approaches to mass communication research. Some Grady Ph.D. students work within and from traditional social science models of inquiry; others adopt historical, critical theory, naturalistic, or cultural studies perspectives on mass communication phenomena.

### **Grady College Graduate Faculty**

Qualified faculty from the Advertising & Public Relations, Journalism, and Entertainment and Media Studies departments comprise the faculty of the Ph.D. program. Qualified faculty hold UGA Graduate Faculty appointments (i.e., they are “graduate faculty members”). All full-time tenure-track or tenured individuals on the Grady faculty who 1) have an earned doctorate or highest terminal degree from an accredited institution in their discipline or equivalent professional experience in their discipline and 2) have academic training and/or demonstrated proficiency in conducting scholarly research or practice of the profession are members of the Graduate Faculty.

### **Administration of the Ph.D. Program**

Administration of the Ph.D. program is the responsibility of the Associate Dean for Research and Graduate Studies and the Grady College Graduate and Research Committee. The Associate Dean is responsible for the day-to-day operation of the program. The Associate Dean for Research and Graduate Studies manages all aspects of the graduate program including admissions, budget, maintenance of records, recruitment, information provision, handling of inquiries, oversight of the graduate faculty process, graduate course scheduling, graduate curriculum, serving as liaison to the University Office of Vice President for Research, tracking and reporting on faculty and graduate student scholarly and research activities, and fostering research communication and collaboration within the college and with entities external to the college (e.g., other UGA Colleges and programs).

### **Grady College Graduate and Research Committee**

The Grady College Graduate and Research Committee studies and makes recommendations concerning graduate programs and serves as adviser to the Associate Dean for Research and Graduate Studies. The committee develops standards for student admission to graduate programs and recommends those standards to the graduate faculty. According to University guidelines, the graduate faculty consists of faculty members with an earned doctorate or highest terminal degree from an accredited institution in their discipline or who have equivalent professional experience in their discipline, who demonstrate proficiency in conducting scholarly research or practice of the profession, and who demonstrate success in directing master’s and doctoral candidates. The committee includes the Associate Dean for Research and Graduate Studies as chair and one other elected faculty representative from the Associate Dean’s home department. The other departments are each represented by two elected faculty members. Committee members will serve three-year staggered terms. Committee members may serve on two additional standing committees.

### **Procedures for Admission and Selection of Doctoral Students**

The Associate Dean for Research and Graduate Studies, considering available faculty and funding resources each academic year, establishes the number of students admitted. The application deadline for starting the Grady Ph.D. program in August (i.e., the Fall term) is January 1 of each year. The application deadline for starting the Grady Ph.D. program in January (i.e., the Spring term) is November 1 of each year. Almost all admitted and funded Ph.D. students enter the program in the Fall term. Applications can be completed and submitted in advance of the deadlines. Applications from international students should be submitted as early as possible since several months may be required for processing.

Individuals interested in being considered for admission need to submit all required application materials to the University of Georgia Graduate School application portal (<https://grad.uga.edu/admissions/apply-now/>) by the deadline date and pay the required University of Georgia application fee. The application fee is non-refundable and cannot be deferred or credited toward tuition. It must be paid online at the time the application is submitted. Application fees are handled by the University of Georgia Graduate School and information related to the fees, including fee waivers, can be found at <https://grad.uga.edu/admissions/application-fee/>

The Associate Dean and the Grady Graduate and Research Committee review eligible complete applications to determine which applicants meet Ph.D. program admission and graduate assistantship requirements. Additionally, they identify and prioritize applicants for Ph.D. program graduate assistantship offers. Typically, the Grady College Ph.D. program admits 5-8 applicants per year on paid graduate assistantships, which normally require some level of teaching responsibility. The program may also admit some students without funding support. Admission is restricted and limited to ensure quality education and individualized attention. Announcement of the program, response to prospective student inquiries, and management of application materials forwarded to Grady College by the University of Georgia Graduate School are the responsibility of the Associate Dean's Office.

## Admission Requirements and Application Procedures

Application and admission to Ph.D. programs at the University of Georgia is a collaborative process involving the University of Georgia Graduate School (<https://grad.uga.edu/admissions/requirements/>) and the Grady College Graduate program.

Applicants for admission to the Grady College Ph.D. program must have a master's degree from an accredited institution of higher education. Before registration as a Ph.D. student, the master's degree must be complete. Failure to complete all master's degree requirements before enrollment will invalidate admission to the Grady Ph.D. program. It is not necessary to have a Journalism and/or Mass Communication-related degree for our Ph.D. program, but applicants who do not have Journalism and/or Mass Communication degree should make clear how their previous undergraduate or graduate degrees and coursework are relevant with respect to the Grady Ph.D. program. Many of our students have undergraduate or graduate degrees in other areas and majors — from the humanities to the physical sciences — but do quite well in our doctoral program.

### Application fees

**To be considered for admission to the Grady College Ph.D. program, your online application needs to include your completed application form and you need to pay the required University of Georgia application fee.** The application-processing fee is collected to help offset the cost of processing application materials. An application must be accompanied by the application-processing fee. The fee is non-refundable and cannot be deferred or credited toward tuition. It must be paid online at the time the application is submitted. **Applications submitted without the fee will not be processed.**

The University of Georgia Graduate School has responsibility for application fees, including requests for waivers. Application fees are rarely waived, particularly for international applicants. Information on the application fees, including application fee waivers, can be found at <https://grad.uga.edu/admissions/application-fee/>

### Required Application Materials

All transcripts from every institution of higher learning at which you were enrolled for one or more courses, a current vitae/resume, a 2-3 page-long statement of purpose, three letters of recommendation, and a writing sample. Grady College does not require submission of GRE scores as part of the application for the Ph.D. program but will consider GRE scores if they are provided. International students may be required to provide TOEFL or IELTS scores (see below).

- **Transcripts:** Applicants should submit unofficial or official transcripts from all institutions attended as part of the online application. Official transcripts are not required during the review process and will only be required for applicants who are offered admission. Photocopies of official or certified documents are not acceptable. If the original

language of the record is not English, a certified translation in English must be attached to the original.

- **Grade point averages:** In general, the University of Georgia Graduate School and Grady College admission standards are a 3.5 or higher (on a 4.0 scale) or equivalent graduate school GPA and a 3.0 or higher (on a 4.0 scale) or equivalent undergraduate for admission to the Ph.D. program. If an applicant presents outstanding professional qualifications and/or other evidence of potential to succeed in the program, the GPA standards may be adjusted.
- **Statement of purpose** – a well-crafted statement of purpose should describe the applicant’s goals and motivations for pursuing the Ph.D. in mass communication. Relevant information about interests and experiences should be included, as well as biographical information.
- **Current Vitae.** A current summary of educational background and relevant experiences and skills or expertise, including conference presentations and/or publications.
- **Three strong letters of recommendation, including at least two from current or former professors.** List the names and e-mail addresses of three references within the Graduate School application. References will receive a link to access a secure page where they can submit recommendations electronically. References will need to provide a written letter of recommendation as well as complete a series of on-line evaluation items. Academics and/or professionals may submit letters of recommendation. However, two of the letters of recommendation must come from former or current professors.
- **Academic or professional writing sample** – a copy of your M.A. thesis, a graduate course paper, or publications or other evidence of scholarly or professional work that you have authored or first authored should be uploaded in the application portal.
- **GRE scores** – GRE scores are not required as part of the application to the Grady Ph.D. program. GRE scores can be provided. In general, an acceptable GRE score is a verbal of at least 153, a math score of 144 or higher, and a composite score of 297 or higher.

**TOEFL or IELTS requirements:** Academic success in the Ph.D. program is strongly dependent upon the ability to communicate in English; listening, reading, and writing proficiency must be well-developed. The University of Georgia Graduate School establishes and is responsible for English-language proficiency test requirements for international students. International students may be required to submit official TOEFL or IELTS scores that are not more than two years old as part of their application. As of the Fall 2024 admissions cycle, Duolingo English Test scores are no longer accepted as a language proficiency exam (effective July 1, 2023). Applicants who have received degrees from accredited institutions in the U.S. or from institutions in countries where English is the primary language (e.g., the United Kingdom, Australia, New Zealand) usually are not required to submit the TOEFL (or IELTS) scores.

- The **UGA Graduate School Admissions English Proficiency Requirement Policy** can be found here: <https://grad.uga.edu/admissions/requirements/international-applications/english-language-proficiency-requirement/>
- **Country-specific requirements regarding English Proficiency requirements** can be found here: <https://grad.uga.edu/admissions/requirements/international-applications/country-specific-requirements/>

### **Ph.D. Program Admission and Assistantship Determination**

Only individuals who have submitted a complete application and paid the application fee (or received an application fee waiver from the University of Georgia Graduate School) are eligible to be considered for admission to the Grady College Ph.D. program. A complete submitted application and payment of the application fee (or receipt of an application fee waiver from the University of Georgia Graduate School) are also required to be considered for a graduate assistantship. All individuals who have submitted a completed application and paid the application (or received a waiver) to the Ph.D. program are automatically considered for available assistantships.

Admission and Ph.D. graduate assistantship consideration and determination to the Grady College Ph.D. program are based on (1) undergraduate and graduate school grade point averages, (2) the information provided in the 2–3-page statement of purpose regarding the applicant's goals, motivations, and reasons for applying to the Grady College Ph.D. program and fit between the applicant's career and academic goals, motivations, and scholarship/research interests with the Grady College graduate curriculum, courses, and faculty expertise, (3) the academic and professional experiences and expertise reflected in the current CV, (4) the strength of endorsements and information provided in the letters of recommendation, and (5) the relevance and quality of the writing sample (e.g., how well it reflects the applicant's ability and potential to undertake, summarize, and present research or scholarship). For assistantship offers, strong evidence of excellent oral and written communication skills, along with actual or potential teaching and research experience and abilities are taken into consideration.

For international applicants, strong evidence of well-developed abilities to listen, read, write, and speak English is essential. The minimum University of Georgia TOEFL score requirements are an overall score of 80 with at least 20 on speaking and writing. The minimum University of Georgia IELTS score requirements are an overall band-width of 6.5, with no single band (score) below 6.0. More information can be found at this University of Georgia Graduate School website: <https://grad.uga.edu/admissions/requirements/international-applications/english-language-proficiency-requirement/>

The review process for applicants seeking to start in the Fall semester begins with initial reviews in December and formal review and consideration starting in early January. Initial admission offers, which include Ph.D. graduate assistantship offers, are sent via e-mail in late January and early February. Some applicants are offered admission in February and early March without Ph.D. graduate assistantship offers as a result of funding limitations. However, those individuals are offered the opportunity to be put on an assistantship wait list. Nationwide, all Ph.D. students who receive admission and assistantship offers from U.S. universities have until April 15 to accept the offer. As such, in some cases assistantship offers may be made on or shortly after April 15. Notification of acceptance is complete by May 1.

The review process for applicants seeking to start in the Spring semester begins with initial reviews upon the application being forwarded by the University of Georgia Graduate School to the Grady College Graduate Office. Formal review and consideration begin November 2 or shortly thereafter. Applicants will be notified by November 15 if they have been accepted for admission and whether a Ph.D. assistantship can be provided.

### **Degree Requirements, Policies, and Procedures**

The Grady College Ph.D. in Mass Communication typically takes four years to complete. The Grady College Ph.D. program degree requirements are: 1) completing all required coursework (i.e., completion of a minimum of 61 graduate course credit hours), 2) successfully passing comprehensive written and oral examinations (which take place after completion of all required coursework), 3) successfully creating and presenting a dissertation proposal, including a research plan, 4) successfully implementing the dissertation research plan, 5) writing a dissertation, and 6) successfully defending the dissertation (i.e., presenting and getting the approval of your dissertation committee).

Graduate students must register for a minimum of 3 hours in at least two semesters per academic year (Fall, Spring, Summer), including the 3 hours of graduate credit required during the semester in which degree requirements are completed.

To be eligible for graduation, a Ph.D. student must have a minimum GPA of 3.0 across all graduate courses taken.

**Preliminary Program of Study:** A preliminary Ph.D. program of study, developed by you and your major professor, and approved by a majority of members of your Ph.D. Advisory Committee, should be developed and submitted to the Grady Graduate Studies Office by the end of the student's first year. The preliminary program of study should constitute a logical whole and consist primarily of 800/8000- and 900/9000-level courses in addition to research. This form should be used for your Preliminary Program of Study – [https://grady.uga.edu/wp-content/uploads/2023/08/PhD\\_planning\\_form.pdf](https://grady.uga.edu/wp-content/uploads/2023/08/PhD_planning_form.pdf) This is not provided to the UGA Graduate School.

**Final Program of Study:** If you are a doctoral student, you must file a Final Program of Study during or shortly after your second year in the doctoral program. The Final Program of Study, including a listing of prerequisite courses and graduate courses taken and planned, is prepared by you in consultation with your advisor/major professor and/or advisory committee. No course with a grade below a "C" may be counted in your Program of Study. You can find this form at <https://grad.uga.edu/current-students/forms/>

**Time Limits:** All requirements, except the dissertation, must be completed within six years, dating from the first registration for graduate courses, to fulfill the degree requirements. At



least two consecutive semesters of full-time work must be spent in resident study on the UGA campus.

The University of Georgia Graduate School requires that doctoral students must complete all requirements for the doctoral degree and the degree must be awarded within eight (8) calendar years after initial enrollment/registration in the program. For example, if the date of first registration for a doctoral student is the fall semester of 2024, the eight-year time limit expires in summer semester of 2032. The student's time-to-degree clock starts with the first course approved for inclusion in their doctoral Program of Study, or the date of matriculation into the program, whichever occurred earlier. Individual colleges/schools or academic programs may have more restrictive requirements than the above stated Graduate School policy. The eight-year time limit does not include approved periods of leave. Additionally, doctoral time to degree is calculated separately for degrees obtained in each academic program.

Students who fail to complete their degrees within eight years after initial enrollment will be considered as not making satisfactory progress to degree completion and will be dismissed from Graduate School. The Graduate School will notify all doctoral students when they have reached the 7-year mark to warn them about the impending 8-year degree time limit.

### **Curriculum**

Doctoral studies in Grady College are designed to integrate theory and research methodology with the study of mass communication institutions, processes and effects. The curriculum is comprised of five interlocking requirement blocks: (1) mass communication core courses, (2) major interest area graduate courses offered in Grady College, (3) graduate level cognate courses approved by the student's Ph.D. program advisor, including one research-related course (i.e., cognate courses are those from outside the Grady College), (4) comprehensive written and oral examinations covering the program of study, and (5) dissertation research.

If you are a Ph.D. Student, you must register for a minimum of 12 graduate credit hours each term: 9 hours (3 courses) and 3 hours in GRSC 7770/7700e or JRM C 9005 while completing course work and 12 hours of JRM C 9000 and/or 9300 after course work completion.

There is no requirement for taking courses during the summer. However, for students on assistantship, the minimum course load during summer sessions is 9 hours (some combination of summer sessions and JRM C 9005; the maximum load in MayMester is 6 hours).

Admitted students are required to complete a minimum of 61 graduate course hours, 39 of which must be graduate level courses (i.e., thirteen courses) plus the 1-credit hour GradFIRST seminar. The following are the requirements for the degree.

The course registration process involves the following steps: 1) meet with your advisor or major professor before the start of the semester to determine which courses to register for; 2) complete the Grady College graduate student advising form and have it signed by your advisor

or major professor (<https://grady.uga.edu/wp-content/uploads/2023/08/advisory.pdf>); 3) submit your signed advising form to the Grady College Graduate Studies Office; and 4) register for the courses using the UGA online course registration system.

### **University of Georgia Graduate School course requirements**

#### **GradFIRST Seminar requirement: GRSC 7001 or GRSC 7001e**

All first-year Ph.D. students must complete a 1-credit GradFIRST seminar during the Fall or Spring semester of their FIRST year. GradFIRST Seminars open to students from any program are listed on the GradFIRST website (<https://grad.uga.edu/gradfirst/>) Students will need to have the Course Reference Number (CRN) to register for "permission of department" (POD) or online sections.

GRSC 7001/7001e provides opportunities for professional development and transdisciplinary training for first-year graduate students in areas key to academic success and encourages engagement with graduate program faculty and graduate students. Topics include the ethical conduct of research and scholarship, the development of scholarly writing and communication skills, getting the most out of graduate mentoring, and resources available to support students with grievances and other interpersonal concerns.

**Complete the University of Georgia Center for Teaching and Learning's (CTL) Teaching Assistant Orientation training modules -** <https://www.ctl.uga.edu/grad-student/ta-orientation/>

#### **Graduate Teaching Seminar requirement: GRSC 7770 or GRSC 7770e (i.e., online)**

All first-year Ph.D. students must complete a 3-credit GRSC 7770/7770e seminar during the Fall semester of their FIRST year. This course provides Ph.D. and master's students who will have teaching assistant (TA) or Instructor of Record (IoR) responsibilities with knowledge of pedagogical approaches, relevant UGA policies, and available support systems. As per UGA TA Policy, all graduate students with instructional duties must complete GRSC 7770/7770e (or an approved departmental equivalent) prior to or concurrently with their first TAship at UGA. To hold an Instructor of Record (IoR) position, students must complete GRSC 7770/7770e (or an approved departmental equivalent) prior to the start of their work as an IoR.

Students who do not successfully complete GRSC 7770/7770e (or an equivalent) are limited in their eligibility for TAships until they have successfully completed the course. This includes students with an Incomplete or failing grade assigned for the course.

Note: This course cannot be used to fulfill requirements on the program of study for a graduate degree.

**International Ph.D. students:** Possible LLED 7769 or LLED 7768 requirement

University of Georgia policy mandates that students with a TOEFL speaking subtest score of 23-24 or an IELTS speaking band score of 7.0-7.5 enroll in LLED 7769. Students with a TOEFL speaking subtest score of 22 or below, or an IELTS score of 6.5 or below must enroll in LLED 7768.

Note: LLED 7769 is considered an acceptable substitute for GRSC 7770, for those required to take it as part of their demonstration of English language proficiency.

Note: This course cannot be used to fulfill requirements on the program of study for a graduate degree.

### **Grady College course requirements**

**Statistics requirement:** All Grady College Ph.D. students are required to have completed a statistics course as an undergraduate (or received AP Stats credit) or a statistics course as a graduate student. If this has not been done, you must take and pass (with a grade of C or better) by the end of the first year of study an approved graduate-level or cross-listed statistics course from any department. (We recommend ERSH 6300 or STATS 6210). You may not be permitted to take additional coursework until this requirement is fulfilled.

**Core Ph.D. Program Courses (at least 12 credit hours).** All entering Ph.D. students must take:

- Mass Communication Theory (JRMCM 9010)
- Mass Communication Theory II (JRMCM 9011)
- Research Methodology in Mass Communication (JRMCM 8010) if an equivalent course was not taken in the master's program
- Quantitative Research in Mass Communication (JRMCM 9020)

One of the following two courses:

- Critical, Cultural and Naturalistic Approaches to Mass Communication Research (JRMCM 9030)  
or
- Historical Research in Mass Communication (JRMCM 8350).

**Major Interest Area Courses (at least 15 credit hours).** Each Ph.D. student must select a major area of study from the 8000- and 9000-level graduate courses offered by the Grady College. These courses will define an area of concentration or specialty (e.g., journalism, advertising, information processing, mass media studies) and will be decided upon by the doctoral student in conjunction with his/her faculty advisor.

**Cognate Area Courses (at least 12 credit hours).** Each Ph.D. student must identify complementary cognate courses or cognate courses that represent a secondary area of concentration. These graduate courses should relate and/or extend the student's knowledge

base and expertise relative to their major interest concentration and should include at least one graduate-level research course. Cognate courses should be 8000 level or above unless prior approval is given by your advisor and the Grady Graduate Studies Office.

**Dissertation Research Credit Hour Requirements** (at least 21 credit hours). Over the course of their Ph.D. program, particularly in years 3 and 4, students will primarily register for JRM 9000 (Doctoral Research) and JRM 9300 (Doctoral Dissertation) credit hours. Students must complete a minimum of 18 hours of JRM 9000 and 3 hours of JRM 9300 to graduate. These hours are to be completed after Core Course, Major Interest Area, and Cognate Area requirements have been successfully completed. Students may not register for JRM 9000 until they have been admitted to candidacy. Students must be registered for JRM 9300 (Doctoral Dissertation) in the semester in which they will defend their dissertation.

### **JRM 8050 – Research and Directed Readings in Mass Communication**

JRM 8050 is an independent study course that involves doing research and/or directed readings in mass communication, including in specialty or concentration areas, under the direction of a sponsoring Grady College graduate faculty member. To register for JRM 8050 you first need to find a graduate faculty member who is willing to direct or guide your independent study. You then need to work with that faculty member to create a study plan for the semester. Once the study plan has been approved and signed by the faculty member, you need to submit it to the Grady Graduate Studies Office. Once the plan is filed, you will be able to register for JRM 8050 credit. No more than 6 hours of JRM 8050 may be used to fulfill the degree requirements of the Ph.D. program. In addition, no more than 3 hours of independent study from courses outside the Grady College may be used to fulfill the cognate course requirements.

### **JRM 9005 - Doctoral Graduate Student Seminar (also known as “Graduate Assistantship Hours”)**

If you are on a graduate assistantship and need credit hours to get you to a full 12-credit course load, you can register for JRM 9005. Most Ph.D. students will enroll for at least three credit hours of JRM 9005 each semester they are on an assistantship, except for the first semester. In the first semester, you should enroll in GRSC 7770/7770e. If you are not on an assistantship, you cannot register for JRM 9005.

Note: JRM 9005 credit hours cannot be used to fulfill requirements on the program of study for a graduate degree.

### Major Professor and Ph.D. Advisory Committee

In consultation with the Grady College Associate Dean for Research and Graduate Studies, new Ph.D. students will identify a graduate faculty member to be their initial advisor or “major professor” prior to registering for courses in their first semester of studies. Alternatively, the Associate Dean will serve as their initial program advisor/professor.

It is very important that new students become acquainted with the Grady faculty, particularly those in their areas of interest, as soon as possible. All faculty are willing to talk with new students about their career interests and possible research topics.

When you identify a graduate faculty member who matches your scholarly interests, ask that person to serve as your major professor. Once selected, the major professor assumes advising duties and is responsible for directing your program of study, administering the required oral and written comprehensive examinations, and directing your dissertation research. Ph.D. students can select a new major professor at any point during their program so long as the individual is a member of the Grady College graduate faculty and is willing to serve as the student’s major professor. After you have a faculty member who has agreed to be your major professor, you need to complete and file an Advisor Assignment/Advisor-Major Professor Change Form. You will also need to complete and file this form if change your major professor.

Each student should have a major professor by the end of the first year and have formed a Doctoral Advisory Committee during their second year. **A doctoral Advisory Committee needs to have four graduate faculty members:** 1) a major professor and three additional Grady graduate faculty members or 2) a major professor, two Grady graduate faculty members and a cognate area graduate faculty member from outside the Grady College. Two Grady departments must be represented if the committee is exclusively comprised of Grady College faculty members. In rare cases, it is possible to have a graduate faculty member from another university serve on a Ph.D. Advisory Committee. This requires applying for permission – a process that includes providing a letter of justification from the student’s major professor and approval of the Grady College Associate Dean as well as the Dean of the UGA Graduate School.

The Doctoral Advisory Committee, under the direction of the major professor and in consultation with the student, is charged with planning and approving the student’s program of study, administering comprehensive written and oral examinations, approving a dissertation subject and proposal, and approving the defense and submission of the completed dissertation. During the student’s matriculation, the members of an Advisory Committee can be changed.

Each Ph.D. student must complete and submit a Program of Study form to the UGA Graduate School at least two weeks prior to the dissertation proposal defense and application for admission to candidacy. The Program of Study must be submitted on the proper form for approval by the Advisory Committee, Associate Dean for Research and Graduate Studies of the Grady College, and Dean of the Graduate College. The Program of Study lists all graduate

courses completed as part of the student's doctoral program (including courses from other graduate degrees and courses transferred from other universities), not just courses satisfying the minimum degree requirements.

The Program of Study form must be approved before a student can take the comprehensive written and oral examinations. Do not include JRMC 9005 credit hours on the Program of Study form.

### **Comprehensive Examinations**

Before a student can be admitted to candidacy for the doctoral degree, they must pass formal comprehensive written and oral examinations that cover their major and minor areas of study. The examination consists of two parts: a written part and an oral part. Students have at most two attempts to pass the written part. The oral part may not be attempted unless the written part has been passed. before being admitted to candidacy for the doctoral degree. The student's Ph.D. Advisory Committee formulates and administers the examinations. It is the student's responsibility to start this process by consulting with his/her major professor about how and when the exams will take place.

The written comprehensive exam takes place after a student has completed all their required and needed graduate level courses (i.e., GradFIRST plus a minimum of 13 graduate courses). It is the student's responsibility to initiate the comprehensive examination process, which begins by consulting with his/her major professor and Advisory Committee members to determine the format, timeline, and written exam dates. Typically, each member of the Advisory Committee will prepare a multi-part question relevant to one or more of the student's areas of study. In terms of administering the exam, options are a) Provide to the student in the form of a take-home exam, with the student receiving and completing one question set per day or b) an in-classroom/building exam, with the student receiving and completing one question set per day. Members of the Advisor Committee will meet with the student to determine the nature of the written exam prior to the examination date. This encompasses determining the number of hours the student will have to answer each question set (e.g., 4 or 8 hours) and whether the exam will be "open" or "closed" book. All committee member questions need to be taken within a two-week period. The dates must be in accordance with the deadlines specified by the UGA Graduate School

**Before the written exam can begin**, the following forms must have been approved by the UGA Graduate School: 1) Advisory Committee for Doctoral Candidates and 2) Final Doctoral Program of Study (both forms can be found here <https://grad.uga.edu/current-students/forms/>) The student is also required to be registered for a minimum 3 graduate credit hours in the semester of the comprehensive exam (this includes summer).

**Oral Comprehensive Exam:** The oral comprehensive examination typically follows within three weeks of the written exam. The oral examination is open to all members of the faculty and as

such, the UGA Graduate School needs to be notified at least two weeks in advance. The planned date and time for the oral comprehensive exam should be provided to Grady Graduate Studies office by the student at least two weeks in advance of the exam so the information can be provided to the UGA Graduate School using the Comprehensive Exam Announcement Form (G118) in GradStatus. The Written and Oral Comprehensive Exam Form (G168) is initiated by the student in GradStatus and is sent to the committee members to enter the results of the examination.

Typically, the oral comprehensive exam consists of follow-up questions to the Written Comprehensive Examination. This exam requires that all members of the Advisory Committee be present (preferably in person, but Zoom is allowed) and is open to all members of the faculty. The major professor must bring the Written and Oral Comprehensive Examination form to the oral exams. After the exam, the Advisory Committee will cast votes of “pass” or “fail” on both the oral and written exams. Passage of each exam requires at least three of the four members to vote positively for the student to pass. These results are recorded on the Written and Oral Comprehensive Examination form. The form with results and signatures is then submitted and approved by Grady Associate Dean for Research and Graduate Studies, and finally approved by the Graduate School.

A student failing all or part of the comprehensive examinations may be examined one more time. However, the re-examination may not be in the same semester as the original examinations.

Note: An examination of the student’s dissertation prospectus may precede or follow the oral examination but may not take the place of the oral examination.

### **Admission to Candidacy**

The student is responsible for initiating an Application for Admission to Candidacy (G162) in GradStatus once all requirements, except the dissertation prospectus and the dissertation, have been completed. The Application for Admission to Candidacy for Doctoral Degrees must be filed with the graduate school at least two semesters before graduation.

It is the responsibility of the Ph.D. student to initiate an application for Admission to Candidacy with the UGA Graduate School. This form is a certification that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that all prerequisites set as a condition to admission have been satisfactorily completed. Specifically, Admission to Candidacy requires:

- The student’s Ph.D. Advisory Committee, the Grady College Associate Dean, and the Dean of the Graduate School have approved their Program of Study.

- An average of 3.0 (B) has been maintained in all graduate courses taken and in all completed graduate courses on the Program of Study (no course with a grade below “C” may be placed on the Program of Study).
- Written and oral comprehensive examinations have been passed and reported to the Graduate School.
- A dissertation prospectus has been developed and approved by the student’s Ph.D. Advisory Committee.
- The student’s Ph.D. Advisory Committee has been finalized and confirmed, and all its members have been notified of and accepted their appointment.
- The two-semester residency requirement has been met.
- The major professor has the primary responsibility for guiding research, but the student has consulted with all members of their Ph.D. Advisory Committee to draw upon their expertise in relevant areas.

After Admission to Candidacy, students must register for a minimum of three hours of dissertation each semester (21 hours are required; 18 hours of JRM 9000 and 3 hours of JRM 9300 in the semester in which the dissertation defense will take place).

The Program of Study form, Admission to Candidacy form, and Advisory Committee form can be found at: <https://grad.uga.edu/index.php/current-students/forms/>. These forms are filled out online and emails are sent to committee members for approval.



## Ph.D. Dissertation

All PhD students at UGA must develop, write, and defend a dissertation on a subject connected with his/her major field of study. The dissertation must represent originality in research, independent thinking, scholarly ability, and technical mastery of the field of study. The conclusions must be logical, the literary form acceptable, and the contribution to knowledge meriting publication. The dissertation must also demonstrate competent style and organization (see UGA Graduate School Guidelines for Theses and Dissertations - <https://grad.uga.edu/development/academic/theses-dissertations-overview/>).

Since the Ph.D. dissertation is intended to demonstrate the student's independent judgment in developing a problem from primary sources, the University of Georgia has a policy related to the use of generative artificial intelligence (AI) for theses and dissertations (<https://grad.uga.edu/policy-on-use-of-generative-ai-in-theses-and-dissertations/>). Under this policy, the use of generative AI in theses and dissertations is considered unauthorized assistance per the Academic Code of Honesty and is prohibited unless specifically authorized by members of the student's Ph.D. Advisory Committee for use within an approved scope. If approved by the student's Ph.D. Advisory Committee, the extent of generative AI usage should be disclosed in a statement within the thesis or dissertation.

The dissertation process begins with the creation of a written dissertation proposal. A written dissertation proposal is required of all Grady Ph.D. candidates. Once a complete proposal has been drafted and approved by the major professor, the proposal is to be presented and successfully defended in either of the following ways: 1) a meeting of, and presentation to, the student's Ph.D. Advisory Committee or 2) separate consultations with each member of the student's Ph.D. Advisory Committee.

Approval of the dissertation proposal, and of your presentation of its content, signifies that members of your Ph.D. Advisory Committee believe that you have a satisfactory plan for your research study. Approval of the proposal requires the agreement of the Advisory Committee members with no more than one dissenting vote as evidenced by their signing an appropriate form is filed with the Grady Graduate Studies Office. Your Ph.D. Advisory Committee may also 1) accept the proposal with changes or 2) return it to the student for additional development and another presentation/defense.

Before a student completes more than 3 hours of JRMC 9000, the proposal must be approved or approved with requested changes by the Advisory Committee and filed with the Grady Graduate Studies Office. If the membership of the advisory committee changes after the prospectus has been approved, a new approval must be obtained. Dissertation proposal guidelines are available from the UGA Graduate School (<https://grad.uga.edu/development/academic/theses-dissertations-overview/>).

### **Dissertation Approval and Defense**

When the major professor is satisfied with a completed draft dissertation, he/she will certify that the work has his/her approval and is ready to be defended. The student will then provide copies of the dissertation to the members of their Ph.D. Advisory Committee and will schedule a final oral defense and notify the UGA Graduate School of the defense date, place, and time. Subsequently, the Graduate School will announce the time and place of the defense of the dissertation to the University Community.

Ph.D. Advisory Committee members must be given at least three weeks to read and evaluate the completed dissertation before the scheduled date of the final defense. All members of the Advisory Committee must be present for the defense to take place. A committee member can participate via video conference if they are out of town.

The final oral defense of the dissertation must be scheduled by the student in consultation with their Ph.D. Advisory Committee members and no later than three weeks prior to the end of the semester. No defense will be scheduled during semester breaks or summer breaks, except by mutual agreement (written and filed) of every member of the Ph.D. Advisory Committee and the Grady College Associate Dean for Research and Graduate Studies.

Written assent of three of the four committee members is required before a dissertation will be approved as ready for a final defense. If the Advisory Committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the Graduate School.

The student's major professor will chair the defense of the dissertation. Three of the four members of the Advisory Committee must approve the student's dissertation and defense and must certify their approval in writing. The results of the defense of the dissertation must be reported to the Graduate School and to the Grady Graduate Studies Office at least one week prior to graduation.

The complete dissertation, signed by the major professor and Ph.D. Advisory Committee members, must be submitted to the UGA Graduate School at least two weeks prior to graduation, and all requirements met at least one week prior to graduation. Ph.D. students need to comply with the UGA Graduate School dissertation format and filing requirements.

## **Enrollment Requirements**

### **Minimum Enrollment**

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of 3 credit hours during any semester in which they use University faculty/staff time or facilities. This includes semesters in which they are undertaking dissertation research, writing their dissertation, or defending their dissertation.

### **Continuous Enrollment**

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of 3 credit hours in at least two semesters per academic year (i.e., Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students must maintain continuous enrollment during Fall and Spring semesters (breaking only for summer semesters) until the residency requirement has been met.

### **Ph.D. Students on an Assistantship**

If you are on a graduate assistantship, you must register for the minimum hours required by that policy (i.e., 12 credit hours for Fall and Spring for one-third to one-half service assistantships, and if your assistantship encompasses the summer term, 9 credit hours for summer). International students and people receiving financial aid must register for the number of hours required by those categories.

### **Time Limits**

Doctoral students must complete all coursework on their approved program of student and be admitted to candidacy within six years of matriculation. Doctoral students must complete all degree requirements and qualify for graduation within eight years of matriculation. After this time, the student's candidacy will be considered expired, and the student must retake the comprehensive exams and be re-admitted to candidacy in order to defend the dissertation and qualify for graduation.

### **Appeals related to Time Limits**

A request for an extension of time on the six-year expiration of coursework or the eight-year expiration of candidacy needs to be made to the Dean of UGA Graduate School. This request must include specific reasons that the student did not complete requirements in the time allocated by the Graduate School policy. A petition of this type must include 1) a specific timeline for the completion of requirements, 2) reasons for not meeting the timeline, 3) an approved program of study, and 4) a letter of support from both the major professor and the Grady College Associate Dean for Research and Graduate Studies.

## Graduate Student Expectations and Responsibilities

- Graduate students with graduate assistantships are expected to complete all assistantship assignments in a timely manner, notify the supervisor of absence due to illness or other reasons, and work out an equitable time schedule for meeting graduate assistantship hours expectations (e.g., 16 hours a week, 18 hours a week, or 20 hours a week).
- **Professional standards of behavior and conduct at all times.** Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment.
- **Students are responsible for meeting Grady College and University of Georgia Graduate School deadlines and program requirements.** This includes completing and submitting required forms on time and properly completed as well as planning and keeping written records of your program of study.
- **Reading and when necessary, responding to Grady College and UGA e-mails, Grady College listserv postings,** and other communications and information from the Grady College Graduate Studies office.
- **Achievement of academic standards and requirements,** including maintaining a 3.0 or higher grade point average in all required coursework and course and seminar attendance and participation. You will be placed on “warning” status for the first semester after your GPA drops below 3.0. This is a warning that you will be placed on probation if your GPA is still below 3.0 at the end of the warning semester. If you are placed on probation, you must maintain a semester GPA of 3.0 for each semester until your overall graduate course average is at least 3.0. If your semester GPA drops below 3.0 for any semester during probation status, you will be dismissed from the Graduate School.
- **Adherence to University of Georgia policies and procedures** governing research and academic conduct, non-discrimination and anti-harassment, and workplace violence.

### University of Georgia Policies:

**Student Code of Conduct:** <https://conduct.uga.edu/code-of-conduct/>

**Teaching Assistants:** <https://wwwctl.uga.edu/grad-student/ta-policy/>

**Academic Honesty:** <https://honesty.uga.edu/Academic-Honesty-Policy/Introduction/>

**Non-discrimination and anti-harassment:** [https://eoo.uga.edu/civil\\_rights\\_NDAH/ndah-policy/](https://eoo.uga.edu/civil_rights_NDAH/ndah-policy/)

**Human Subjects Research:** <https://research.uga.edu/hrpp/hso/>

**Institutional Review Board / Human Research Protection:** <https://research.uga.edu/hrpp/irb/>

**Policy on the Use of Generative AI for Theses and Dissertations:** <https://grad.uga.edu/policy-on-use-of-generative-ai-in-theses-and-dissertations/>

## **Additional Information for Ph.D. students**

### **End-of-term Course Evaluations**

End-of-term course evaluations are required for all Grady College courses. If you are an instructor of record for any course as part of your graduate assistantship responsibilities, you need to be sure that course evaluations are administered at the end of the semester. Course evaluations need to follow the Grady College evaluation process and timeline and use College course evaluation forms.

### **Ph.D. Student Annual Evaluation and Mentoring**

In late Spring, the student's major professor is asked to review each student's performance to help identify ways to improve and further strengthen their teaching, research, and scholarship abilities and assist Grady faculty in mentoring Ph.D. students. This encompasses scholarship and professional development, core academic and professional competencies, and may include reviewing research or teaching assistantship performance. Students and major professors should meet to discuss the evaluation, including to identify ways to maintain high or achieve better performance or progress in the doctoral program. The goals of the evaluation are to help ensure doctoral students are meeting recommended timelines and requirements for completion of their degree, provide recommendations and suggestions for strengthening performance and professional development (particularly with respect to the student's career goals), and providing students with an opportunity to get and provide feedback regarding the program.

In addition, for students who serve as an Instructor of Record, course evaluations are used by the student's department head and the Associate Dean for Research and Graduate Studies to provide feedback related to teaching and instruction.

### **Student Appeal/Petition Procedures**

University of Georgia students have the right to appeal academic decisions or to ask for an exception to a university rule or policy on an academic matter (<https://honesty.uga.edu/Student-Appeals/Process/> and <https://www.fcs.uga.edu/ssac/academic-resources-academic-appeals>).

Appeals begin at the academic unit responsible for the decision. For example, grade appeals go to the instructor who assigned the grades; department requirements to the department; college requirements to the college; all university requirements to the Educational Affairs Committee. In the case of graduate students, appeals are routed to the Graduate School rather than the school or college. Appeals should be in the form of an electronic letter written and signed by the student. Letters should clearly and concisely explain the appeal, state the matter being appealed and the basis for the appeal, and include all relevant information in support of the appeal.

If a student receives a poor evaluation from a graduate assistantship supervisor and/or a poor evaluation in regard to their progress toward degree completion from their Major Professor/Graduate Committee or a Department Chair, the student may seek an appeal through the following process.

1. The Ph.D. student writes a letter to the Grady College Associate Dean for Research and Graduate Studies and the Dean of the UGA Graduate School. This letter should also be provided to the student's major professor or department head. The letter should clearly and concisely explain the appeal, state the matter being appealed and the basis for the appeal, and include all relevant information in support of the appeal.
2. The major professor or department head writes a letter either supporting or not supporting the appeal. This letter is submitted to Grady College Associate Dean for Research and Graduate Studies and the Dean of the UGA Graduate School.
3. The Grady College Associate Dean for Research and Graduate Studies writes a letter to the UGA Graduate School Dean either supporting or not supporting the appeal.
4. In most cases, the UGA Graduate School Dean will ultimately determine whether to accept an appeal.

## Resources for Ph.D. Students

**Grady College Graduate Advisement Form:** <https://grady.uga.edu/wp-content/uploads/2023/08/advisory.pdf>

**Grady College Ph.D. Program of Study Planning Form:** [https://grady.uga.edu/wp-content/uploads/2023/08/PhD\\_planning\\_form.pdf](https://grady.uga.edu/wp-content/uploads/2023/08/PhD_planning_form.pdf)

**GradFIRST course and registration information:** <https://grad.uga.edu/gradfirst/>

**UGA Graduate School Resources for Graduate Students:** <https://grad.uga.edu/current-students/>

**Required UGA Graduate School forms** can be found at this website: <https://grad.uga.edu/current-students/forms/>. This includes 1) Advisory Committee, 2) Preliminary Program of Study, 3) Final Program of Study, 4) Application for Admission to Candidacy, 5) Dissertation and Final Examination Approval, 6) Electronic Thesis & Dissertation (EDT) Submission Approval, and 7) Application for Graduation.

**UGA Center for Teaching and Learning:** <https://wwwctl.uga.edu/>

**University of Georgia Student Care and Outreach:** <https://sco.uga.edu/>

**Campus Resources for Support For Research, Writing, Teaching, And Statistical Analysis:** <https://grad.uga.edu/development/academic/campus-resources/>

**Dissertation Writing, Preparation, and Submission Guidelines:** <https://grad.uga.edu/development/academic/theses-dissertations-overview/>

<https://grad.uga.edu/current-students/forms/>

**Resume and Cover Letter Resources:** <https://grad.uga.edu/development/professional/resumes-cvs-and-cover-letter-resources/>

## Appendix 1: Ph.D. Degree Program Checklist

### First Year

- Complete the UGA Graduate School GradFIRST seminar requirement.
- Meet with Grady College faculty members, including beyond those you have a course with, to begin the process of identifying a major professor. It is your responsibility to identify a graduate faculty member willing to serve as your major professor by the end of the first year.
- Identify and get the approval of Grady College faculty member to be your major professor. Complete and submit the form that indicates your major professor.
- In consultation with your major professor, complete the Grady College Ph.D. Program of Study planning form and submit it to the Grady College Graduate Studies Office.  
([https://grady.uga.edu/wp-content/uploads/2023/08/PhD\\_planning\\_form.pdf](https://grady.uga.edu/wp-content/uploads/2023/08/PhD_planning_form.pdf))
- In mid- to late Spring semester, complete the Grady College Ph.D. student evaluation form and have an evaluation meeting with your major professor.

### Second Year

- In consultation with your major professor, identify and establish your Ph.D. Advisory Committee. Once the committee has been established, complete and submit the form that indicates your Advisory Committee members.
- In mid- to late Spring semester, complete the Grady College Ph.D. student evaluation form and have an evaluation meeting with your major professor.
- In consultation with your major professor and Ph.D. Advisory Committee members, establish a plan for your comprehensive written and oral examinations, including when you will likely do those examinations and the topics/questions the exams will encompass.
- In consultation with your major professor, submit your Final Program of Study form to the UGA Graduate School.

### Third Year

- Complete course/seminar requirement (i.e., completion of 13 3-credit graduate courses).
- Complete and pass your written and oral examinations.
- Submit your Application for Admission to Candidacy form to the UGA Graduate School.
- Enroll for JRMC 9000 (Doctoral Research) credit hours each semester after admission to candidacy
- Develop, present, and successfully defend your dissertation proposal.
- Possibly begin dissertation-related research.
- In mid- to late Spring semester, complete the Grady College Ph.D. student evaluation form and have an evaluation meeting with your major professor.



**Fourth Year**

- Complete doctoral research (e.g., data collection) and begin dissertation writing
- Register for 9300 (Doctoral Dissertation) in semester in which you plan to defend and graduate
- Graduate candidates expecting to graduate should consult the UGA Graduate Bulletin for information regarding graduation requirements and deadlines.
- Submit application for Graduation
- Complete dissertation writing and defend dissertation (providing Grady Graduate Studies Office and UGA Grad School at least two weeks advance notice of the defense date)
- Submit Dissertation and Final Examination Approval form
- Submit an approved copy of dissertation to UGA Graduate School for style and format check. You must submit your document electronically to the Graduate School by the deadline for a format check in your graduation semester. If you do not submit by the deadline, your graduation date will be changed to the next semester.
- Upon approval, submit Electronic Thesis and Dissertation (EDT) Submission approval form

## Appendix 2: Grady College Ph.D. Program of Study Planning Form

### Grady College Ph.D. Program of Study Planning Form

Student: \_\_\_\_\_

Advisor/Major Professor: \_\_\_\_\_

Graduate School Requirement\* LLED 7768 \_\_\_\_ LLED 7769 \_\_\_\_ GRSC 7770 \_\_\_\_

Grady College Graduate Requirement\*\* STAT \_\_\_\_

#### Core Courses (4 required)

1. JRMC 8010 ( ) Research Methodology in Mass Communication
2. JRMC 9010 ( ) Mass Communication Theory: Social Scientific Theories (Fall)
3. JRMC 9011 ( ) Mass Communication Theory: Critical, Cultural, & Historical (Spring)
4. JRMC 9020 ( ) Quantitative Research in Mass Communication

And one of the following:

JRMC 9030 ( ) Critical, Cultural, and Naturalistic Approaches to Mass Comm

JRMC 9040 ( ) Historical Research in Mass Communication

#### Major Concentration Courses (5 courses)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### Cognate Courses (4 required, including one research course)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_ (research course)

#### Dissertation Research/Dissertation (21 hours; minimum of 18 hours of JRMC 9000 and 3 hours of JRMC 9300)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

\* Determined by TAST Score for international students, whose native language is not English. 8/02

\*\* If a student has not taken and passed a statistics course prior to Grady graduate study, they must successfully complete an approved statistics course (with a grade of C or better) by the end of the first year of study. Otherwise, the student will not be permitted to take any more coursework until the statistic requirement is fulfilled.

\*\*\* Take JRMC 9005 every term to satisfy 12 hour requirement if needed.

## Appendix 3: Ph.D. Student Annual Evaluation and Mentoring Form

### ANNUAL DOCTORAL STUDENT EVALUATION AND MENTORING PLAN

#### 1. Doctoral Student Information (completed by the Student)

Name

Email

Major Professor

#### Student Status

Full-time  Part-time

Date or expected date for:	Anticipated	Approved
Comprehensive Exam	<input type="text"/>	<input type="text"/>
Dissertation Proposal Approval	<input type="text"/>	<input type="text"/>
Dissertation Defense	<input type="text"/>	<input type="text"/>

#### 1. Scholarship and Professional Development (completed by the Student)

- Conference presentations and submissions (co-authors, manuscript title, meeting, date and location):
- Publications and submissions (co-authors, date, title, journal, pages, and date submitted, accepted, or published):
- Awards and honors (completed by the student):

#### 2A. Goals and Accomplishments. List your major accomplishments for this academic year (completed by the Student):

#### 2B. Identify performance goals you would like to achieve prior to next year's evaluation (completed by the Student):

#### 3A. Performance Summary and Future Goals – Student's Performance Summary and Recommendations (completed by the Major Professor):

#### 3B. Identify goals for student to achieve during the next year (completed by the Major Professor):

**4. Evaluation of Core Competencies** (to be completed by the **Major Professor**)

Please check one box per competency	Consistently Exceeds Expectations	Occasionally Exceeds Expectations	Meets Expectations	Occasionally Does Not Meet Expectations	Consistently Does Not Meet Expectations
Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. **Student Performance Improvement Plan (completed by the Major Professor)** (Required only if the student was judged not to be meeting expectations in one or more areas).
- An explanation of how the student did not meet expectations.
  - Suggestions for improvement of performance
  - A timeline for completion and evaluation of specific milestones.
6. **Student Comments** (This section is for the student to provide any additional comments following the evaluation meeting.)

**Required Signatures**

Date of meeting to discuss and complete this evaluation with the student: \_\_\_\_\_

Student: \_\_\_\_\_

Major Professor/Advisor: \_\_\_\_\_